

NHS Wales Shared Services Partnership (NWSSP) Recruitment Services Privacy Notice

1. Introduction

NHS Wales is made up of several health organisations that include the NHS Wales Shared Services Partnership (NWSSP). They provide many services on an All Wales basis. This includes Recruitment.

If you have any questions regarding this information you must contact the Recruitment Services Department on 02920 905353 or email

South East Wales – recruitment.serviceSE@wales.nhs.uk

South West Wales – Central.Recruitment@wales.nhs.uk

North Wales – NWSSP.Recruitment@wales.nhs.uk

This leaflet has been issued by the Information Governance function within NWSSP to assist and facilitate the Recruitment process within NHS Wales.

2. Your rights

This leaflet covers your rights under a new law called the General Data Protection Regulation (GDPR). It emphasises the NWSSP's need to make sure that we explain how we use your information during the recruitment process.

The information we give you about our use of your information will be:

- Brief, easy to read and easily accessible;
- Written in clear, plain language; and
- Free of charge.

3. What laws do we use?

The law determines how we can use your information. The laws we follow that allow us to use your information are listed below:

- General Data Protection Regulation
- UK Data Protection Bill

- Human Rights Act
- Freedom of Information Act
- Common Law Duty of Confidence - Confidentiality
- Computer Misuse Act
- Audit Commission Act
- Regulation of Investigatory Powers Act

The NHS Wales Shared Services Partnership Recruitment Services directorate that administer the processes that involve Recruitment for NHS Wales, is the holder and user of your information.

4. What types of personal information do we use for recruitment?

The information listed below, that you provide as part of your application form, will be used for Recruitment purposes. These include:

- Contact names, addresses, telephone numbers, date of birth;
- Personal information that includes gender, race, ethnicity, sexual orientation, religious beliefs (where you have provided this information);
- Medical information including physical health or condition (if provided);
- Previous employment history;
- References;
- Qualifications;
- Passport / Driving License information;
- Work permits (where applicable);
- Criminal record history (where applicable).

We also collect documentation as evidence as part of our mandatory pre-engagement checks, this includes items such as:

- Passport information;
- Driving licence information;
- Utility bills;
- Right to work information.

The NWSSP also runs regular reports on performance and activity by NHS Wales Health Boards. Anonymous information is also provided for equal opportunities analysis.

We may also use your email address to issue surveys for customer and candidate feedback in order to enhance our service.

5. What is the purpose of processing information?

As a bank worker within NHS Wales, we will only use your information for Recruitment purposes and to conduct pre-engagement checks for Safe Recruitment, and to reuse those checks for speedy recruitment and to save costs should you apply for a job within NHS Wales in the future.

Where we ask for your consent (permission), any refusal may result in withdrawal of the offer to be engaged on the bank due to various standards and the legislation that NHS Wales must adhere to at all times.

We will also use your information without permission only where it is justified by law. These may include allegations of fraud, where an applicant has lied as part of the engagement process or where someone has provided false documentation or qualifications.

6. Sharing your information

There are reasons why we share information that includes:

- Administration of workforce digital systems i.e. NHS Jobs/Trac/Capita/Electronic Staff Record (ESR)/e-Rostering and Cohort Occupational Health systems;
- Shortlisting;
- Interviewing;
- Performing Pre-Engagement Checks (PEC checks); and
- Confirming Bank worker offer with NHS Wales.

Under the law, your information is shared only with managers that are involved in bank engagement and booking processes.

It is important to note that anyone receiving information about you is under a legal duty to keep it confidential.

We only request, use and share the minimum information necessary.

We will never sell your information and we will not share it without the appropriate legal authority.

7. Security of your Information

The NWSSP takes responsibility to look after your personal information very seriously. This is regardless of whether it is electronic or in paper form.

We also employ someone who is responsible for managing information and its confidentiality to ensure:

- Your information is protected; and
- Inform you how it will be used.

Individuals managing information and its confidentiality are required to undertake training on a regular basis. Comprehensive training is required to help protect the information that has been given to the NWSSP. The training makes sure that they are aware of their responsibilities about the handling of your information regardless of the department that they work in.

8. What are you entitled to?

The NWSSP will make sure that you are able to have access to your information. This is so that you know what we hold.

You have the right:

- To know about details of how your information is used; and
- Have copies of your information.

If you want to know more please contact the [NWSSP Information Governance Manager](#) for further information about your rights of access.

The NWSSP tries to answer all requests for access to information as quickly as possible. The organisation is obliged to provide a response to your request within a month of receiving it, but this can be extended if the request is complex and extensive.

These rights relate only to your own information. You can request to see another person's information, if one of the following applies:

- Parent/legal guardian of a child too young to exercise own legal rights
- Where someone (with mental capacity) has authorised the individual to operate on their behalf
- Under the terms of the Mental Capacity Act

The NWSSP will look at your request to make sure that the information requested is personal information. Most of the time, it will be clear that the information is personal but the NWSSP will contact you if it is not clear.

Do I have to pay a fee?

In most cases, the information will be provided free.

However, we could ask for a small fee. This is where the request is large or repeated.

This will be based on the cost of providing it. If you wish to find out more about fees for information, then please contact the NWSSP Information Governance Manager.

How will information be provided?

The information will be provided in a format that can be used on another system easily if it is electronic (i.e. Microsoft Word or Excel). Otherwise, it will be supplied on paper.

9. Permission (consent)

For the use of your personal information to be lawful, the NWSSP may ask for permission from you. This is not necessary if the use is for a lawful basis under current regulation such as for Recruitment purposes.

Any permission (consent) that is collected from you should have been given freely and you have not been pressured to do so. This should have been done clearly and you are aware of what the use of your information means.

Informing you and obtaining your consent

If your permission is asked for, you will be provided with information regarding this by use of this Privacy Notice. This will explain what you are being asked to give permission for. The NWSSP will have to prove that it gave you information and that you were fully aware of what you were giving permission for.

If permission is requested, you could provide this in several ways that include by writing, ticking a box on a web page, by choosing options in a mobile phone app, or by any other action that shows your acceptance of the use of your information.

10. What about stopping use?

When a request for stopping use is received, the NWSSP will still store information but will not use it anymore.

Any changes that include the stopping of the use of your information will be told to you at the time.

However, any withdrawn or unsuccessful applications or applications that did not complete pre-employment/engagement checks will be retained for 13 months and destroyed after this time.

11. Automated decision taking

The NWSSP also provides safeguards against risks that involve processes that include automated decision-making.

This applies to you when:

- It is an automatic process; and
- There is a legal effect on decision made with your information.

The Recruitment Services department may take a small number of automated decisions with your information but there is mostly some human involvement in this.

However, the NWSSP will take steps to identify how many automated decisions it makes and whether these are acceptable.

The NWSSP will ensure that any automated profiling is fair and lawful. The NWSSP will use correct procedures, to include reducing errors and where data is not accurate.

Successful engagements

If your application to join the Bank is successful, your data is downloaded into the Electronic Staff Record (ESR) system.

The ESR system also interfaces with other systems such as the Nursing and Midwifery Council (NMC) Register and the Disclosure and Barring Service (DBS) Update Service and the Cohort Occupational Health System.

12. What about rights to correct or delete inaccurate information?

You are entitled to request that the NWSSP correct any mistakes in your information.

The NWSSP must ensure that proven inaccurate or incomplete information is either erased or corrected.

Keeping your information

We will only store information for as long as necessary. Records are stored in line with Records Management Code of Practice for Health & Social Care's retention and disposal schedule. This determines the minimum length of time records should be kept.

Making a complaint

If you wish to make a complaint about any issues you have experienced regarding your information, then please contact:

Tim Knifton
Information Governance Manager
01443 848585
tim.knifton@wales.nhs.uk

If you are still unsatisfied following your complaint and this remains unresolved, you have the right to make a complaint to the:

Information Commissioner's Office,
2nd Floor,
Churchill House,
17 Churchill Way,
Cardiff, CF10 2HH

Email: wales@ico.gsi.gov.uk

Website: www.ico.org.uk

Further information

For more information relating to this leaflet or questions on the content of this information, please contact Recruitment

Email: recruitment.servicese@wales.nhs.uk

Phone: 02920 905353

Website: <http://nww.employmentservices.wales.nhs.uk/recruitment>